

2005/2006

City/County Payment Program Guidelines



Pursuant to Section 14581(a)(4)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Conservation (Department) is distributing \$10,500,000 in fiscal year 2005/06 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

The goal of the Department's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers - aluminum, glass, plastic and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

Eligible Participants

Incorporated cities and counties and unincorporated counties in California, as identified by the California Department of Finance, are eligible to receive funding under this program.

How much will each City and County Receive?

Each city is eligible to receive a minimum of \$5,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

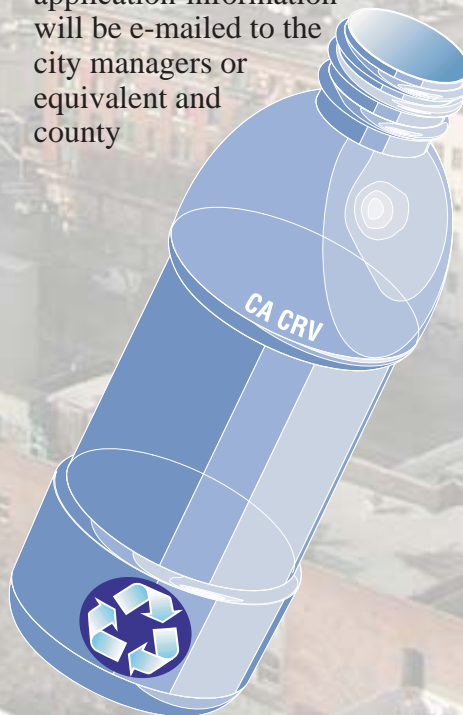
Each county is eligible to receive a minimum of \$10,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

The per capita amount calculated by the Department is based upon the population, as of January 1, 2004, in the incorporated areas of a city, city and county, and the unincorporated area of a county, as stated in the Annual City/County Population and Housing Estimate Report submitted to the Governor by the California Department of Finance.

Program Changes

In an effort to further simplify and improve the City/County Payment Program, the Department has implemented the following changes:

- **On-line application process.** The ability to receive and submit funding request forms (FRF) electronically will streamline the process for the cities, counties and the Department.
- **Electronic notices.** Program and application information will be e-mailed to the city managers or equivalent and county



recycling coordinators, which can then be forwarded to the designated person, lead agency or joint powers authority (JPA) for completion. This generates less paper, eliminates lost funding request forms and provides a more efficient way to communicate.

- **Simplified payment process.** Checks will be mailed directly to the city or to the county treasurer. It is the city or county's responsibility to forward the funds to its respective JPA or lead agency.
- **Revised Funding Request Form.** The project evaluation and self-certification sections have been eliminated. In addition, the Department no longer requires signatures and resolutions, which delayed the submittal of funding request forms.

On-line Application Process

All eligible cities and counties will receive an electronic invitation that will provide a unique link directing them to the application process. The invitation will be sent to 1) authorized officials (city manager,

city clerk or mayor) for eligible cities, and 2) county recycling coordinators for eligible counties. The on-line application process will require the completion of three (3) forms:

- 1) City/County Profile Form
- 2) Login Form
- 3) Funding Request Form (FRF)

STEP 1 - COMPLETE THE PROFILE FORM

- Click on the link provided in the electronic invitation letter.
- Review all of the information in the profile.

Payment Mailing Address -

Verify the payment mailing address. For cities, this is the city's main address; for counties, this is the county treasurer's address. This is very important, as payment will be mailed directly to this address. To make changes to the payment mailing address, you must call the Community Outreach Branch at (916) 322-0613 and ask for the assigned field representative.

Primary Contact -

Verify the primary contact information. For cities, this is the authorized official (city manager, city clerk or mayor) and for counties, this is the current recycling coordinator as indicated in the Department's database. To make changes to the primary contact information, call the Community Outreach Branch at (916) 322-0613 and ask for the assigned field representative.

Secondary Contact -

Verify the secondary contact information. For cities, this is the current contact as indicated

in the Department's database who is responsible for overseeing the beverage container recycling program. For counties, the county treasurer has been identified as the secondary contact in an effort to include them in the process as they will now be receiving the check. Changes to the secondary contact information can be made directly on the form.

- Select password (password must be 6 -15 characters long, have at least one uppercase character, one lowercase character and one number).
- Write down the user name, password, password question and answer.
- Select "Sign-up" to submit the profile.
- A profile summary will appear that will enable the user to verify the information.
- To make changes, select the "Back" button on your browser. Once changes are made, the password will need to be re-entered. Select "Sign-up" again to accept the changes.
- Print a copy for your file.
- An electronic notice will be sent by the Department to verify receipt of the profile and provide a link directing the applicant to the next step. This notice can be forwarded to the designated person, lead agency or JPA for completion.

- Select "Click Here" on the electronic notice to advance to Step 2 - Funding Request Form Login.

STEP 2 - FUNDING REQUEST FORM - LOGIN

- Type in user name and password (*Reminder: the user name is the city name without spaces*).
- Select "LOGIN" to advance to Funding Request Form.
- If you forget your password, select "Forgot your password?" and follow the screen instructions.

STEP 3 - COMPLETE THE FUNDING REQUEST FORM

Complete all sections of the FRF. Selecting "Save" at any time, enables the user to exit and complete the FRF later.



• Contact for Funding Request Form

(*person completing form*) - Read and complete all sections in white. This may be the city or county recycling coordinator, lead agency or JPA.

- Select "NEXT".
- **Project Description** - Provide a brief description of the project(s) you plan to implement.
- **Supermarket Site Restriction** - Select either yes or no to indicate whether the city or county has prohibited the siting of a supermarket site, caused a supermarket site to close its business and/or adopted a land use policy that restricts or prohibits the siting of a supermarket site within its jurisdiction. If yes, please

provide an explanation in the box provided.

- Select “NEXT”.
- **Project Activities** - Select appropriate box(es) that identify the beverage container recycling activity(ies) planned. Include estimated dollar amounts. Be sure the activities selected coincide with the project description. If changes to the dollar amounts have been made, select the recalculate button to update the grand total which must equal the eligible amount. If an “Other” box is checked, a description is required in the text box provided.
- Select “NEXT”.
- **Funding Request Form Summary** - A summary of the FRF will be displayed. Review the summary to verify the information is correct. To make changes, select the “Previous” button. If no changes are required, proceed to the next step.
- Select “SAVE”. To obtain a copy of the Funding Request Form Summary, select “Print View” and a formatted copy can now be printed.
- Select “NEXT”.
- **Disclaimer** - Select “Yes, I Accept”. If “No, I Don’t Accept” is selected, the FRF will not be submitted, and the city or county will not receive funding for the 2005/2006 cycle.
- Select “SUBMIT”. Once the FRF is submitted, a notice will appear stating that the on-line process is complete and the user may exit the program. The Department will send a follow-up e-mail to confirm the FRF has

been received. Another e-mail notice will be sent when the FRF has been approved.

- Selecting the “Sign-Out” tab at the top of the form will allow the user to return to the “Log-In” screen.

Deadline to Submit

The Department must receive the completed FRF no later than **June 30, 2005**.

Any FRFs submitted after the June 30, 2005 deadline date will not be accepted. (PRC Section 14581(a)(4)(E).

Eligible Activities for Expenditure of Funds

Pursuant to Section 14581(a)(4)(C) of the Public Resources Code, these funds **may not be used for activities unrelated to beverage container recycling or litter abatement**. Approved project activities are listed in the Activity Summary, by category, on the FRF. An “other” box has been provided to allow additional activities to be listed. These are subject to approval by the Department.

Eligible activities for the use of these funds may include, but are not necessarily limited to:

- Support for new or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.



- Litter prevention and cleanup.
- Cooperative regional efforts among two or more cities and counties, or both.
- Other beverage container recycling programs.

Payments

The Department will approve FRFs and authorize the State Controllers Office to process and mail payments within the legal timeframe of 30 days. The warrant will identify the source of funds as “DOC/Recycling” and will arrive without a cover letter to the *city* or to the *county treasurer*.

Pursuant to Section 14581(a)(4)(F) of the Public Resources Code, the Department may withhold payment to any city, or city and county that has prohibited the siting of a supermarket site, caused a supermarket site to close its business, or adopted a land use policy that restricts or prohibits the siting of a supermarket site within its jurisdiction since January 1, 2000.

Recordkeeping

In accordance with Title 14, Division 2, Chapter 5, Section 2085 of the California Code of Regulations, each eligible participant receiving funds must maintain documentation for five years from the date of preparation.

Notification Requirements

If changes to contact information or the FRF are necessary during the year, please contact the Community Outreach Branch at (916) 322-0613 or **1-800-RECYCLE** and the assigned field representative will assist you.

How to Reach Us

California Department of Conservation

Division of Recycling

Community Outreach Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Telephone (916) 322-0613

Fax (916) 322-8758

Email:

citycounty@conservation.ca.gov

Regional field representative
contact information is available on
our website [http://
www.consrv.ca.gov/DOR/grants/
grant_seekers/fra.htm](http://www.consrv.ca.gov/DOR/grants/grant_seekers/fra.htm)

Other Resources

The Department provides free
English and Spanish recycling
decals and other recycling
promotional material. For more
information visit

<http://www.bottlesandcans.com/>.

Use the decal order form at
[http://www.consrv.ca.gov/DOR/
grants/EmblemOrderForm.htm](http://www.consrv.ca.gov/DOR/grants/EmblemOrderForm.htm) to
order decals.

Additional Information

- Frequently Asked Questions -
[http://www.consrv.ca.gov/DOR/
grants/grant_seekers/
Images_files/CCPPFAQs.pdf](http://www.consrv.ca.gov/DOR/grants/grant_seekers/Images_files/CCPPFAQs.pdf)
- Historical City/County Funding -
[http://www.consrv.ca.gov/DOR/
grants/CCHistFund.htm](http://www.consrv.ca.gov/DOR/grants/CCHistFund.htm)

Notes

